



## Member Orientation Checklist

Program Name: \_\_\_\_\_

Topic	✓ or initial	What to Cover
National Identity		History of AmeriCorps
		The AmeriCorps Vision (how participants are part of something larger)
		AmeriCorps organization chart – CNCS → ServeNebraska → Programs
		Member Pledge
		Member Contract
Term of Service		AmeriCorps – minimum 1,700 hours
		Basic 40-hour/week schedule
Eligibility		Proof of Citizenship
		Age Requirement
		High School diploma or equivalent or agreement to obtain one. High school diploma required for tutors.
		National Sex Offender Registry attach, and either a state criminal records check or FBI Fingerprint check. After October 2011, members with recurring access to children or the elderly will all three checks.
Benefits		Stipend paid two times or once a month in consistent amounts each time it is paid.
		AmeriCorps – Amount
		Direct deposit of state warrants available – eliminates mail delays and lost warrants
		Deductions include federal tax, Social Security and Medicare
		Deductions may include grantee match portion of stipend payments for child support payments, if applicable
		State assistance and food stamps may be affected by your stipend; contact social case worker for more information
		Housing received under HUD will not affect stipend
Medical Coverage		<b>AmeriCorps Members' Coverage Only:</b> Terms of medical coverage
		Eligible from first day of service; coverage ends on midnight on last day of service
		Policy information booklets and medical card available soon after enrollment
		The AmeriCorps program pays premiums for medical insurance

Member Development		Required Core Training: AmeriCorps affiliation and program orientation; diversity awareness; effective communication; team building, civic engagement, life after AmeriCorps
		Mandatory attendance at the AmeriCorps Conference and the AmeriCorps Celebration of Service Symposium
		Project-specific training: e.g., tutoring, mentoring, etc.
		Reflection journals/portfolios
		Performance evaluations required twice/year (Mid-Year and Final Performance Evaluations)
Child Care		May be eligible for child care benefits
		Part-time members are not eligible care
		Distribute child care forms to those interested in benefit
Post-Service Benefit (Educational Award)		Education award—Member must successfully complete term of service (serve through to the project's end date; achieve required hours of service; and complete final reflection)
		May be used to repay qualified student loans, pay cost of attending qualified institutions of higher education
		May be eligible to receive loan forbearance on existing student loan and possibly have interest paid while enrolled in AmeriCorps by the Corporation (obtain loan forbearance from a loan institution)
		Benefit is transferrable to family members. The person who earned the award 1) must have been at least 55 years of age in an AmeriCorps State or National Program when he or she began the term of service and 2) must have begun the term of service on or after October 1, 2009. The recipient of the award has to be the transferring individual's child, stepchild, foster child, grandchild, or step-grandchild.
		Members who do not have a GED or high school diploma are not eligible to receive an education award until they complete their high school education. A member has seven years to obtain GED or equivalent. Assistance in obtaining a GED is available.
		Further educational award information is available at <a href="http://americorps.gov">http://americorps.gov</a>
Leave Policy		<b>AmeriCorps members:</b> Explain importance of attendance
		Living allowance is not tied to an hourly wage; members are not entitled to formal vacation time, compensatory time, or sick leave
		Required to notify supervisor of any absence
		<b>Approved absences:</b> Prior Approval by supervisor; member will receive stipend for time away if approved; and hours away from project while on excused absence do not count toward post-service benefit award
		<b>Unexcused absences:</b> Three unexcused absences may result in termination from the project.
		<b>Disciplinary Suspension:</b> No service hours credited or living allowance paid during suspension
		<b>Administrative Hold:</b> No service hours credited or living allowance paid during administrative hold

Leave Policy Continued		<b>Holidays:</b> Same as sponsoring site. Provide list of approved holidays.
		Military Leave
		Jury Duty – Will earn service hours and receive living allowance
Prohibited Activities During Service Hours		<b>Refer to Subgrantee Agreement which includes:</b> Are illegal under local, state or federal law
		Pose a significant safety risk to the AmeriCorps member(s) or others
		Prepare any part of a grant proposal or perform other fundraising functions to help the program achieve its match requirement or pay the program's general operating expenses
		Displace or replace efforts conducted by Host Site staff
		Attempt to influence legislation
		Organize or participate in protests, petitions, boycotts or strikes
		Assist, promote or deter union organizing
		Impair existing contracts for services or collective bargaining agreements
		Participate in or endorse events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
		Engage in religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing
		Provide a direct benefit to: <ol style="list-style-type: none"> <li>1) a for-profit entity;</li> <li>2) a labor union;</li> <li>3) a partisan political organization;</li> <li>4) a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; or an organization engaged in religious activities unless Corporation for National &amp; Community Service assistance is not used to support those religious activities</li> </ol>
		Conduct a voter registration drive or use Corporation funds to conduct a voter registration drive
		Provide abortion services or referrals for receipt of such services
		Such other activities as the Corporation for National & Community Service may prohibit
		Engage in the above activities [a – n] directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above
		Individuals may exercise their rights as private citizens and may participate in the activities listed above in Section VI.F.6. on their own initiative and on non-AmeriCorps time. Individuals shall not wear the AmeriCorps logo while doing these activities
Member Grievance & Policy and Procedures		<b>Refer to Member Contract for Review Process:</b> The Program Site Supervisor will work to resolve Member and site sponsor problems as soon as they arise. Problems should be settled at the site level, so that the Member can remain in continuous effective service. If not able to resolve, then move the grievance up to the Program Director.

		The grievance procedures apply to service-related issues, such as suspension, release for cause, and denial of AmeriCorps education award.
		If not resolved, there are alternative procedures that can be followed: Optional Alternative Dispute Resolution (ADR)
		Grievance Hearing
		Binding Arbitration
Project Orientation		Project Goals
		Project performance measurements
		Rights & responsibilities
		Code of Conduct